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11 Mar 57

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT: Furnishing Records of Agency Service to Other Federal Establishments

1. This memorandum is for your information in response to your request for a report on our handling of requests for furnishing records of Agency service of former employees who are appointed to other Federal establishments.

2. As a general rule, the entire official record of an individual's service with any Federal agency is transferred to any other agency which employs that individual or, if he leaves the Federal service, to a Retired Records Center administered by the General Services Administration. Until about two years ago, we complied with this requirement for personnel who had been paid from vouchered funds to the extent of transmitting basic personnel documents (personnel actions, oath of office, etc.) to the appropriate custodian. We had obtained no formal exception for our noncompliance with respect to other employees. Following the issuance of Executive Order 10561, dated 13 September 1954, which established rules governing the Official Personnel Folder for all Federal employees, we requested and obtained an exception to the requirements for transferring these records outside of the Agency. (The Federal Bureau of Investigation is the only other agency with a similar exception.)

3. In lieu of forwarding the Official Personnel Folder, we now furnish a letter transcript of Agency service for our former employees who transfer to other Federal establishments. (Samples of such letters are attached.) If the individual had other Federal service prior to appointment with this Agency, that record is transferred to the new employing agency.

4. We do not routinely include with a transcript of service any evaluative material. If this type of information is requested by the new employing agency, it is furnished in accordance with the procedures outlined in the memorandum dated 4 March 1957 which you transmitted to the Director of Central Intelligence concerning Recommendations to Prospective Employers of Agency Personnel.


Gordon H. Stewart
Director of Personnel

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Attachments

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